## Personnel Action Form Manual

Office of Human Resources Records Management March 2002

## PERSONNEL ACTION FORM MANUAL

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## PERSONNEL ACTION FORM MANUAL

#### Introduction

The County's Human Resources Management System (HRMS) is the personnel/payroll database. Based on the information entered into HRMS by OHR and Payroll staff, the database is updated and an employee's paycheck is generated. Position data resides in the position control file, which is a separate file but connected to HRMS for edits of position number validity and transfer of certain data.

Both systems are designed for processing changes to an employee's record through manual data entry. Data to be entered comes from the:

- Personnel Action Form (PAF) and
- Personal Data Form (PDF).

#### **PAF**

A PAF is used to record and enter an employee's personnel and pay information. A PAF is used for an employee's initial appointment, as well as for a transfer, promotion, leave of absence, termination, or other personnel action. Processed PAFs are imaged (filed) into an employee's official file as required by *Personnel Regulations*. Department number and index code data entered from the PAF are synchronized nightly with the position control file.

#### **PPF**

The Position Profile Form (PPF) is the document used for data entry of position information into the position control file.

This manual provides information for departments about how to make changes to an employee record using PAFs. The manual includes general information, descriptions of PAF data fields, sample completed PAFs, and notes and reminders about PAFs and PAF processing.

## **Actions Requiring PAF and/or PPF**

- Some actions affect only an employee's record and require only a PAF.
- Some actions affect only the position record and require only a PPF.
- Some actions affect both employee and position records and require both a PAF and a PPF. See the table below.

Personnel Actions Requiring a PAF	Position Actions Requiring a PPF:
<ul> <li>Appointments (all)</li> <li>Promotions</li> <li>Demotions</li> <li>LWOP</li> <li>LWOP return</li> <li>Transfers</li> <li>Reclassification**</li> <li>Reallocation</li> <li>Service increment (Police and Fire)</li> <li>Within-grade salary changes</li> <li>Adverse actions</li> <li>Terminations</li> </ul>	<ul> <li>Position creation</li> <li>Position reclassification **</li> <li>Position abolishment</li> <li>Position transfer between departments **</li> <li>Changes in any position attributes recorded on PPF (e.g., bargaining unit status, financial disclosure requirement, drug/alcohol testing, etc.)</li> </ul>
** PPF required also  Note: Miscellaneous department code and index code changes require a PAF or other communication to OHR/Records Management, EOB 8 <sup>th</sup> floor. That information will be synchronized to the position control file nightly. See page 7.	** PAF required also

#### The Process

Most PAFs are generated by departments. For department-generated PAFs, the process is as follows:

- You (the department) prepare a PAF reflecting an appointment, promotion, transfer, or other personnel action and send it to the appropriate OHR team for review and data entry. (See page 12 for PAF routing.)
- OHR staff reviews the PAF, enters the data into HRMS, and bursts the PAF. The white copy and supporting documentation are imaged into the employee's file, the yellow copy is sent to Payroll, and the pink and green copies are returned to you (the originating department). The pink copy is for the departmental file; the green copy is for the employee.
- The system generates a new pre-printed PAF called a "turnaround," which reflects the new data entered. The turnaround should show all changed fields underlined.
- OHR receives turnarounds daily for the actions processed the previous day. The turnarounds are sent to departments the day they are received. Departments then use the turnaround for the next personnel action for that employee.

Note that Job 2 PAFs have the Job 1 department address. Please forward any Job 2 PAFs to the employee's Job 2 department.

Remember that reclassification affects position a position and requires preparation of a PPF as well as a PAF.

#### **Department-Generated PAFs**

#### **Entering Data on the PAF**

#### **Use White Spaces**

Most fields on the PAF have two lines – an upper shaded portion and a lower white portion. The blue shaded areas contain computer-generated information. The white portion is where departments may enter new data for entry into HRMS.

#### Example:

If a department promotes an employee and grants a 5% salary increase on the promotion, the employee's salary would increase from \$40,000 to \$42,000. Using the employee's most recent turnaround, you would enter the new salary in the white area underneath the current salary. The salary change would be displayed as follows:

Annual
Base Salary
///40,000///
42,000

#### **Enter Information Necessary for the Action**

For an appointment (new hire), you must use a blank PAF and enter data into many of the PAF fields. To make a change for a current employee, you only have to enter the information that needs to be changed *if you use the latest turnaround*. See sample PAFs and notes and reminders beginning on page 31. Remember -- always put the new data into the white areas.

#### **Some Fields Are Never Entered**

There are some fields on the PAF that are never completed by departments. These fields are marked with an asterisk (\*) on the sample PAF on page 16. The fact that departments do not enter in these fields is also indicated in the listing of PAF fields.

If you don't have a typewriter or hate using one, just *print clearly* on the PAF.

#### If You Don't Have a Turnaround PAF

If you don't have a turnaround for a current employee, use a blank PAF to make a change for that employee.

#### **Mandatory Fields**

If you use a blank PAF, be sure to enter the:

- Employee ID
- Employee name
- Action code
- Effective date and
- Any reason code or other information required for the action code.

(See the sample PAFs beginning on page 34 for information required.)

Your department should have a supply of blank PAFs. Contact OHR's Records Management Team at 240-777-5112 if you need more.

#### **Order of Pay Actions**

If you prepare multiple PAFs for the same employee with pay actions effective the same date, this is the order of actions for salary computation:

- General wage adjustment
- Reclassification
- Promotion
- Increment

#### More Than One PAF for an Employee

#### **Actions Effective Same Date**

If you have more than one PAF for an employee with the same effective date (for example, ending a temporary promotion and granting a permanent promotion), please *staple* those PAFs together when you send them to OHR. That way, they will be processed by the same person in the correct sequence. It would also be helpful if you could hand-number the PAFs 1 of 2, 2 of 2, etc., in case they get separated.

Remember that a PAF may only show one pay action. For example, a promotion and increment effective the same date require two PAFs. (See previous page for the order of pay actions.) This is because OHR must have an audit trail for pay changes.

#### **Retroactive Actions**

Please remember that a retroactive pay action for an employee may require preparation of additional PAFs to correct subsequent actions. For example, an employee who is promoted retroactively may need PAFs to correct an increment or general wage adjustment that occurred after the promotion.

If you have an employee with a retroactive salary action that affects subsequent pay actions, please staple the PAFs together before sending them to OHR. Also, remember to check that the effective dates of all actions are always at the beginning of a pay period and that the salaries are correct.

### When a PAF is not Required

#### **Minor Changes**

The following data corrections/changes to an employee's record are considered minor.

- Department number (unless the employee is transferring to another department)
- Index code
- Project code, project detail, grant year and
- Percent

For HRMS changes to these fields, you may use a PAF OR send a memo, spreadsheet, or e-mail to request these changes. Be sure to include the

- Employee ID (SSN)
- Employee name
- Action code
- New information and
- Effective date of change (cannot be a future date).

PAFs, memos, and spreadsheets should be sent to: OHR/Records Management EOB 8<sup>th</sup> floor.

Send e-mail data change requests to Pat Daly, Sr. H.R. Specialist.

In the near future, departments will have the option to data enter certain non-sensitive information directly into HRMS, as part of a data entry decentralization project developed jointly by DIST, OHR, OMB and other customer departments.

#### **Awards**

Annual leave or cash awards are no longer processed using a PAF. Award PAFs will be returned to the originator. Instead, use OHR's form memo. *Send only the original memo*. Your department's Administrative Services Coordinator should have an electronic copy of the memo that can be sent to you to use. If not, call OHR/Records Management at 240-777-5112.

OHR records the award information, images the memo into the employee's file, and then gives the memo to Payroll for processing.

### **System-Generated PAFs**

#### **Merit Status PAFs**

Merit status PAFs are automatically generated for most probationary employees eight weeks before the end of the probationary period. OHR forwards them to the departments for action. Please check these

PAFs carefully and decide whether you want to grant the merit status or not. Then, take one of the actions described below.

#### **To Grant Merit Status**

The authorized department representative must sign the merit status PAF and return it to OHR for the employee's file. Merit status is not automatic.

#### To Delay or Deny Merit Status

If you do not want a probationary employee to be granted merit status on the date the employee becomes eligible, you should take action to extend the probationary period or terminate the employee before the effective date of the merit status.

Use the merit status PAF (see sample on page 55). You must work with OHR's Labor Relations Team on this because it is an adverse action, and leave enough time so that the PAF reaches Records Management at least one pay period before the beginning of the pay period in which the original merit status date falls. If you are delaying an employee's merit status, please indicate on the PAF if you want to change the employee's increment date as well. Unless you specifically request a change to the increment date, it will not be changed.

The effective date on the PAF must be at least one pay period before the beginning of the pay period in which the original merit status date falls so that the data entry to change the merit status date can be done timely.

#### **Exception to Advance Printing of Merit Status PAFs**

The exception to the advance printing of merit status PAFs is prior to a general wage adjustment. During the eight-week period before a general wage adjustment, advance printing of merit status PAFs is suspended.

To keep departments informed during this period of suspension, DIST prepares and OHR distributes to departments a list of those employees with merit status dates shortly after the general wage adjustment. This, again, is to allow time for you to take an action to delay the merit status, if appropriate.

Once the general wage adjustment has occurred, the backlogged merit status PAFs are printed and distributed, and the regular production schedule resumes.

#### **Expedited Service Increment PAFs**

Like merit status PAFs, service increment PAFs for most employees eligible for an increment are generated automatically eight weeks before the employee's increment date and are distributed to departments for action. These are called "expedited increments." At the same time, DIST also generates a single-page "laser PAF" for OHR to image into employees' files.

Please check these PAFs carefully to make sure that you wish to grant the increment to the employee.

#### To Grant an Employee's Increment

No action is required of the department if you want an employee to receive the service increment. You may destroy the white and yellow copies of the PAF, keep the pink copy, and give the green copy to the employee. OHR has the "laser PAF" referred to above for the employee's file.

Please note, however, that if an employee has any pay change, such as a promotion or position reclassification, between the time the expedited increment PAF is printed and the effective date of the increment, you will need to prepare a corrected increment PAF with the salary after the promotion as the basis for the increment.

#### To Delay or Deny an Increment

If you do not want an employee to receive a service increment, you must take action to delay or deny it before the effective date of the increment or the employee will receive the increment.

Delay or denial of a service increment is an adverse action, so allow time for processing the action through OHR's Labor/Employee Relations Team. Use the increment PAF (see sample on page 77).

The PAF must reach Records Management at least one pay period before the beginning of the pay period in which the increment date falls. The effective date on the PAF must also be at least one pay period before the beginning of the pay period in which the increment date falls so that the data entry to change the increment date can be done in time.

#### **Exception to Advance Printing of Increment PAFs**

The exception to the advance printing of PAFs is prior to a general wage adjustment. During the eight-week period before a general wage adjustment, expedited increment PAFs are suspended due to the fact that the employee's salary will change with the general wage adjustment.

To keep departments informed during this period of suspension, DIST prepares and OHR distributes to departments a list of those employees with increment dates shortly after the general wage adjustment. This, again, is to allow time for you to take an action to stop the increment, if appropriate.

Once the general wage adjustment has occurred, the backlogged expedited increment PAFs are printed and distributed to departments, and the regular production schedule resumes.

You will receive an expedited increment PAF for an employee whose increment is effective the same date as a general wage adjustment after the general wage adjustment is run. You will not need to generate a manual PAF unless there has been a promotion or other salary change in addition to the increment effective the same day as the general wage adjustment.

#### General Wage Adjustment PAFs

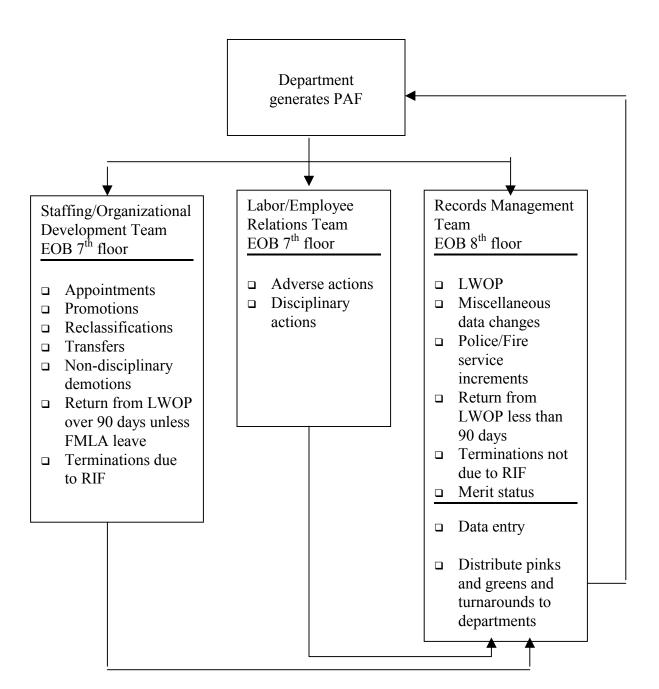
General wage adjustment PAFs are generated automatically for eligible employees and don't need to be manually processed. At the same time, DIST also generates a single-page "laser PAF" for OHR to image into employees' files.

At the time of a general wage adjustment, OHR will send you the complete carbon copy of the general wage adjustment PAF for each employee, with a request that you destroy the white and yellow copies and keep only the pink and green copies. DIST will also generate, and

OHR will send you, turnaround PAFs reflecting the new salaries after the general wage adjustment.

Note that general wage adjustments are only processed automatically for Job 1. If a department wants to grant a general wage adjustment for a Job 2, you will need to prepare a PAF to process it.

## **PAF** Routing



### Data Entry Schedule

Certain personnel actions that do not change pay are data entered the pay period received and are effective immediately or with the next paycheck (changes of address, tax changes, miscellaneous data changes) unless you indicate a future effective date. HRMS data entry is based on effective date. For example, changes that you indicate as effective 3/24/02 - 4/06/02 will be data entered 4/03/02 - 4/12/02, with all other actions effective during that pay period. (See Sample Personnel and Payroll Processing Cycle on page 14.) We will enter changes that you indicate effective immediately within the data entry period received.

A personnel action affecting an employee's pay is reflected in the paycheck for the *following* pay period as the schedule below illustrates. Note that the data entry period does not coincide with the pay period.

Data Entry Schedule - 2002

Pay Action Effective Pay		
Period of	Data Entry	Pay Date
		_
3/24-4/06	4/03-4/12	4/19
4/07-4/20	4/17-4/26	5/03
4/21-5/04	5/01-5/10	5/17
5/5-5/18	5/15-5/24	5/31
5/19-6/01	5/29-6/07	6/14
6/02-6/15	6/12-6/21	6/28
6/16-6/29	6/28-7/05	7/12
6/30-7/13	7/10-7/19	7/26
7/14-7/27	7/24-8/02	8/09
7/28-8/10	8/07-8/16	8/23
8/11-8/24	8/21-8/30	9/06
8/25-9/07	9/04-9/13	9/20
9/08-9/21	9/18-9/27	10/04
9/22-10/05	10/02-10/11	10/18
10/06-10/19	10/16-10/25	11/01
10/20-11/02	10/30-11/8	11/15
11/03-11/16	11/13-11/22	11/29
11/17-11/30	11/27-12/6	12/13
12/01-12/14	12/11-12/20	12/27
12/15-12/28	12/26-1/3/03	1/10/03

## Sample Pay Period Processing Cycle

(Refer to data entry schedule on page 13)

Pay Period 3/24-4/06/2002

	1/24-4/06/2002 	•		1
Begins	T. 1	XX 1 1	TIL 1	D : 1
Monday 3/25	Tuesday 3/26	Wednesday 3/27	Thursday 3/28	Friday 3/29
Data entry for 4/5 payday	Data entry for 4/5 payday	Data entry for 4/5 payday	Data entry for 4/5 payday	Last day of data entry for 4/5 pay day
			Noon is deadline to submit to Records Management information to be data entered (1)	
Monday 4/1	Tuesday 4/2	Wednesday 4/3	Thursday 4/5	Friday Payday 4/6
System down no data entry  Timesheets for next pay period printed (2)	System down no data entry	Data entry begins for following payday 4/19	Data entry for following payday 4/20	Data entry for following payday 4/20

#### (1) Only original PAFs and other documents. No faxes.

(2) Note that because timesheets are pre-printed, index code changes made 3/20-3/29 will be reflected on the timesheet for 4/07-4/20 pay period.

You should receive pinks and greens and turnarounds within a few days of data entry. There are eight days for data entry in the pay cycle, however. Your action may be entered on the first day or the last day.

## **For More Information**

About	Contact	Phone
Adverse Actions	OHR/Labor/Employee Relations EOB 7 <sup>th</sup> floor	240-777-5114
Appointment, Promotion, Transfer, Or Other Employment Issues	OHR/Staffing and Classification EOB 7 <sup>th</sup> floor	240-777-5000
PAF and PDF Processing	OHR/Records Management EOB 8 <sup>th</sup> floor	240-777-5112
PPFs or Position Control	OHR/Staffing and Classification EOB 7 <sup>th</sup> floor	240-777-5000

TODAY'S DATE 1	: :			OMERY CO				•	
LAST EFFECTIVE DATE		YEE NAME		. 1 10, 21					PAF
2		MENT NAME / AD	DRESS						
LAST ACTION(S) 4		6 785 - 2 12 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2					OF THIS FO	RM, PRINT OR	TERING THE CONTENTS TYPE THE NEW INFOR-
EMPLOYEE I.D.							APPROPRIAT	E FIELD.	
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<u></u>		<del> </del>				····		<u> </u>	10
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ANNUAL BASE SALARY	LON DOLLARS	GEVITY PERCENT		DIFFERENTIAL CODE PER	CENT	ED. SAI DOLLARS	LARY DIFF. PERCENT	TOTAL COUNTY SALAR	RY
	28 645 654	*	20	21	20	33	2.4	35	
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PERSONNEL FI	I F COPY					<del></del>		UJ	FORM

#### **Fields On the Personnel Action Form**

The PAF is divided into four sections:

- Heading,
- Status Information,
- Assignment Information, and
- Approvals.

There are a total of 69 separate fields on the PAF. Note that some fields are mandatory and must be completed for processing to continue. The 69 fields are described below. Refer to the numbered fields on the PAF on the previous page.

#### Heading

The heading includes fields #1 through #10. **Most of these fields must be completed for a new employee**. For a current employee, many of the fields are pre-printed with current information.

Field #	Field Name	Description/Format
1	Today's Date	The date the form is prepared.
2	Last Effective Date	For current employees, this is a pre-printed field for informational purposes only. It reflects the date the last personnel action was data entered.
3	Employee Name	For current employees, this is a pre-printed field for informational purposes only. It reflects the name of the employee as it currently appears on the employee database.
4	Last Action(s)	For current employees, this is a pre-printed field for informational purposes only. It reflects the last personnel action(s) processed for the employee.
5	Employee ID	The employee's Social Security number. For current employees, this is a pre-printed field. For a new employee, this field must contain 9 digits.

6	Department Name/Address	For current employees, this is a pre-printed field for informational purposes only. It reflects the name of the department in which the employee works.
7	Effective Date (Always required)	The effective date of the personnel action currently being processed. Except for terminations, actions must be effective at the beginning of a pay period.
		Note that the turnaround PAF's last effective date on will not be the date you entered here. It will be the date the PAF was processed.
8	Action(s) (Always required)	Action codes reflect the personnel action(s) to be processed. A PAF <i>must</i> have an action code.  As many as three action codes may be used each time a PAF is prepared, but only one salary change may be made per PAF. For example, a single PAF could reflect a transfer, promotion, and index code change, but not a transfer, promotion, and increment.  Valid action codes are listed below. Action codes are also listed on the front of the PAF, except that code 02 is not a valid code.  01 Appointment 03 LOA without pay (LWOP) 04 Return from LOA 05 Separation 06 Promotion 07 Job reclass/reallocation 08 Demotion 09 Increment/job assignment change 10 Transfer
		11 Other data change 12 Data correction  Please note that for Action Code 03 (LWOP) you  must enter information in fields #15, #16, and #17 or the PAF can't be processed.  For Action Code 05 (separation) you must enter a Reason Code in field #14.

9	Employee Name	The name of the employee. Pre-printed for a current employee and required if you are using a blank PAF. If completing a blank PAF, enter the employee's name in the following format:  Last name, first name middle initial.
10	Suffix	A name suffix used by the employee. For example: Jr. or III. There is a maximum of four characters for this field.

#### **Status Information**

This section includes fields #11 through #41 and records information about the employee's status with the County.

	1	
11	Employee Status	The current employment status of the employee.  The only valid status codes are:
	Otatao	$\mathbf{A} = \text{Active}$
		L = Leave Without Pay
		T = Terminated
		<b>M</b> = Military (involuntary leave under
		national emergency or
		Presidential authority only)
		If you enter <b>L</b> you <i>must</i> also enter information in fields #15, #16, and #17.
12	Status Date	The effective date the employee is placed in the status in #11 above.
		Format: MM/DD/YYYY
		Note that the only time this date changes is when
		the employee's status changes as indicated in field #11. <i>Never</i> change the status date on a transfer, reclassification, or other action.
13	Employment Date	Date the employee most recently began continuous employment. For most employees, this date will be the same as Field # 24, Original Hire Date. If the
		employee left the County and returned, the employment date will be different from the original hire date.

		Format: MM/DD/YYYY
14	Separation Reason	The employee's reason for leaving County employment. An action code indicating a separation <i>must</i> be accompanied by a reason code.  Separation reason codes are:
		Involuntary Termination
		<ul><li>01 Temporary appointment discontinued</li><li>02 Reduction in force</li></ul>
		06 Termination - failure to maintain license/certification
		07 Termination - leave of absence expiration – did not return.
		08 Termination - unsatisfactory performance (after obtaining permanent status)
		10 Termination - failure to pass probationary period
		11 Termination - 3 or more months LWOP 12 Termination - other
		Involuntary Dismissal for Cause
		<ul> <li>Dismissal -unexcused absence or lateness</li> <li>Dismissal - misconduct/violation of rules</li> </ul>
		Voluntary Retirement
		<ul><li>41 Normal retirement</li><li>42 Early retirement</li></ul>
		43 Service-connected disability retirement
		Non-service connected disability retirement
		45 Discontinued service retirement
		Voluntary/Other
		30 Accepted new job
		31 Personal reasons
		<ul><li>Leave of absence expiration - resigned</li><li>Quit without notice</li></ul>
		70 Military obligation
		80 Death
15	LOA Return Date	The date the employee is expected to return from leave without pay (LWOP). A leave of absence <i>must</i> have a LOA return date.
		Format: MM/DD/YYYY
		When the employee returns from LWOP, enter 00/00/0000 in this field.

16	LOA Reason	The reason the employee is on leave without pay (LWOP). LOA reason codes, which are also shown on the reverse of the PAF, are:  O1 Disability leave O2 Military obligation O3 Trial retirement (9 month return date) O4 Personal O5 Employee illness/injury * O6 Educational O8 Suspension O9 Absent without approved leave (AWOL)
		11 Parental 12 FMLA care of foster child 13 FMLA family illness  * Note that if the reason code is <b>05</b> , the Comments box should indicate if the employee's leave has been designated as FMLA leave.  When the employee returns from LWOP, enter 00 in this field.
	Reinstatement Rights	Indicates whether the employee has reinstatement rights to the employee's position on return from LWOP. This field <i>must</i> be completed if the PAF action code is 03, indicating LWOP. Reinstatement rights codes are:  Y = Yes N = No reinstatement rights. Employee has waived reinstatement rights.  When the employee returns from LWOP, enter 0 in this field.
	Regular/ Temporary	Indicates whether an employee is regular (formerly permanent) or temporary.  R/T codes are:  R = Regular (includes term employees)  T = Temporary  Note that term employees should be entered as R.

19	Full/Part Time	Indicates whether an employee is full-time or part-time. F/P codes are:
		F = Full-time (100%) P = Part-time (less than 100%)
		Entries in this field must be consistent with fields #54, % Full time and #61, Percent.
20	Exempt/ Nonexempt Type	Indicates whether or not an employee's position is subject to the Fair Labor Standards Act (FLSA) wage/hour regulations. Valid E/N codes are: <b>E</b> = Exempt
		$\mathbf{N} = \text{Non-exempt}$
21	Pay Status	The employee's pay status. Most employees are recorded as hourly for salary calculation purposes. Elected officials and board members are indicated as salaried. Pay status codes are:
		H = Hourly S = Salaried
22	Increment Date	For a new regular appointment, this is the date of the employee's first service increment. Except for Police Officers, whose date is entered later, this date is <i>one year</i> from the date of appointment.
		This field will be blank if an employee is not eligible to receive an increment. Elected and appointed officials, participants in the Management Leadership Service (MLS), and most temporary employees are not eligible for increments.
		Format: MM/DD/YYYY
23	Longevity Date	The date the employee completed 20 years of County service. This field is used only for FOP members, uniformed police management classes, IAFF members, and uniformed fire management classes.
		Departments do not enter.

24	Original Hire Date	The date of the employee's first employment with the County. This date never changes, and for most employees, this date is the same as the employment date (field # 13). However, if the employee had a break in service, the employment date will be different from the original hire date.  Format: MM/DD/YYYY
25	Dept. No.	The code that identifies the department in which the employee works. The code requires a minimum of <i>six</i> digits (department, division, and section) and a maximum of eight digits (last two digits reflect subsection).  Note: If your department uses mail stop codes, enter the mail stop in field #26, Comments, or field #49, Job Assignment Comments.
26	Comments	Space for explanation or more information about the personnel action being taken. For example, if an employee has two County jobs, Job 1 and Job 2, the comments box <b>must</b> indicate which job the current action is for.
27	Annual Base Salary	The full-time annual base salary for the employee. (Does not include any pay differentials.) Use dollars only, no cents. Always <i>round up</i> to the next dollar. Salary must be correct or the PAF will be returned.  Remember that even if an employee is part-time, the annual salary should always reflect a full-time salary. The system will calculate the correct pay based on the employee's percent full time (field #54).
28	Longevity Dollars	Dollar amount of an eligible employee's longevity step. This field is used only for FOP members, uniformed police management classes, IAFF members, and uniformed fire management classes.  Departments do not enter.

29	Longevity Percent	The percent of base salary for an eligible employee's longevity step. Applicable only to FOP members, uniformed police management classes, IAFF members, and uniformed fire management classes.  Departments do not enter.
30	Pay Differential Dollars	Dollar amount of an eligible employee's pay differential.
31	Pay Differential Code	Code for an eligible employee's pay differential. Pay differentials are used by a limited number of departments. These departments know the valid codes that apply to them.
32	Pay Differential Percent	The percent of base salary of an eligible employee's pay differential.  Format:  Enter  5% PD 05.00  10% PD 10.00
33	ESD Dollars	Dollar amount of an eligible employee's educational salary differential.  Departments do not enter; this is automatically calculated by the system.
34	ESD Percent	The percentage of an eligible employee's salary that the employee may receive as an educational salary differential.
35	Total County Salary	The total of annual base salary plus any pay differential, ESD differential, or longevity differential. Use dollars only, no cents. Always round up to the next dollar.
36	Merit Status	Indicates whether the employee's <b>position</b> is a merit system position whose incumbent is eligible for merit system status upon completion of the probationary period. A list of <i>non-merit</i> positions is found in <i>Personnel Regulations</i> , Section 1-2, <i>Applicability</i> .

	Merit Status	The merit status codes are:
	(cont'd.)	Y = Merit system position
		Y = Merit system position <blank> = Non-merit position</blank>
		Braine 17011 Morit position
37	Merit System Status Date	The date on which the employee's probationary period ends and the employee is eligible for permanent status. For unrepresented employees, one year from the date of permanent appointment. For an employee in a position represented by MCGEO, six months from the date of appointment. For Police Officers and Deputy Sheriffs, 18 months from appointment.
		Format: MM/DD/YYYY
38	Union ID	The bargaining unit that the employee's position is assigned to: <blank> = Unrepresented  Police  Fire  OPT  SLT</blank>
39	Bargaining Unit Fees	Indication of employee's eligibility for union membership or exempt status, or the employee's
		choice of fee payment when a union member.
		<b>Exempt</b> = Position is exempt from
		bargaining unit membership.
		Eligible = Position is in a bargaining unit. Employee is eligible for membership.
		Employee is engione for membership.
40	Temporary Promotion	Indicates if the employee's promotion is temporary.  Note that an employee temporarily promoted will remain in the current position number although for most temporary promotions the job class number and job class title will change. Temporary promotion codes are:    Slank = No   Slank   Slank
		$\mathbf{Y} = \mathbf{Yes}$
41	Tomporary	Effective date of the employee's temporary
41	Temporary Promotion Date	promotion.
		F

	Format: MM/DD/YYYY
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### **Assignment Information**

This section includes fields # 42 through #63 and describes information about the employee job assignment(s), including the codes to which the employee's salary is charged.

42	Job Class Title	The title of the employee's position. This field is pre-printed for a current employee. For a new employee, enter the job title in field #49, Job Assignment Comments.
43	Job Number	The number of the employee's job that the action refers to. For most employees, this number will be 1, since most employees have only one job with the County. A PAF for an employee's second County job would have a 2 in this field.  Note that two jobs are the maximum for any employee, and the total percent of time the employee works both jobs cannot exceed 100%.
44	Begin Date	The date the employee began work in the current position. <i>Begin date is associated with position number and is only changed when the employee's position number changes</i> . For example, if an employee is promoted to a different position, the begin date would be changed to reflect the date of the promotion. If the employee's position is reclassified, the begin date does not change.  Format: MM/DD/YYYY
45	End Date	The date an employee leaves, or is expected to leave, the position number in field #16.  Always use 99/99/9999, except on a termination of employment.
46	Position No.	The five-digit approved position number.
47	Job Class No.	The six-digit class code indicating the official title of the job the employee holds. Job class numbers, or class codes, may be found in OHR's on-line Resource Library under Classification and

		Compensation.
48	Class Entry	The date the employee entered the job class.
	Date	Format: MM/DD/YYYY.
49	Job Assignment Comments	Space for comments about the job assignment – new job title, etc.
50	Pay Rate	This field contains either the hourly rate of pay for the job, or the amount paid to the employee per pay period, depending on the employee's pay status and rate code (See fields #21 and #51).
		Required format: 123.456
		For most employees with pay status H (see field #21) and a rate code of H (see field #51), the pay rate— even for a part-time employee— is computed by dividing the total county salary by 2080. The pay rate must be calculated to four decimal places, and then rounded up or down to three decimal places. If the fourth decimal place is 5 or greater, round up; if 4 or less, round down (or drop the fourth decimal).
		For example, an annual salary of \$40,000 divided by 2080 will equal 19.2307, which rounds to a pay rate of 19.231. An annual salary of \$46,000 divided by 2080 will equal 21.1153, which rounds to a pay rate of 21.115.
		For employees with pay status S and a rate code of P, the pay rate is the total County salary divided by 26. For example, a salary of 15,514 divided by 26 pay periods will equal 596.6923, rounded to 596.692.
51	Rate Code	This code defines the content of the previously
		discussed pay rate field. Rate codes are:
		<ul><li>H = Hourly rate</li><li>P = Pay period amount</li></ul>
52	Grade	A two-digit grade to which the employee's position is assigned. For example:  21 P3 F1

		08 M2 25
53	Step	The step number corresponding to the employee's position in the grade range. (Currently used only for certain Fire/Rescue classes.)
54	% Full Time	The percentage of full time that the employee is required to work. Format 000.00. For example, a full-time employee would show 100.00, a part-time employee 50.00 or 60.00, etc.  Note that this percentage must be consistent with the entry in field #19, F/P and must be the same percentage as in field #61, Percent.
55	Term	Reflects whether an employee is in a position that is year-round (12 months a year) or 10 months of the year. For example, most Health Room Technicians and Crossing Guards are 10-month employees.  Term codes are:    Solution   Code   Code
		<b>03</b> = 10 month position
56	Pay Cycle	The bi-weekly pay cycle. All employees are paid on the B1 cycle. Departments may enter but do not need to.
57	Time Reporting Code	The method of time reporting required by the job. The Time Reporting Codes are:  P for merit system employees L for salaried employees (elected officials, members of boards and commissions)
58	Job Dept. No.	The appropriate department for the job described on this line of the form. For Job #1, this number will be the same as the 6 or 8-digit department number in Field #25.  For a second job, the Job Department Number will reflect the department of the second job. Job Department Number requires a minimum of six digits, and may have eight digits.

59	Account Number  (Index Code, Project Code, Project Detail, Grant Year)	This field is used to indicate the codes necessary to charge labor expenses correctly. The distribution information entered here is automatically preprinted on an employee's time sheet.  Format: 123456789-123456-123-12.  • The first nine digits reflect the index code; • The following six digits represent the project code, if any; • The next three digits represent the project detail, if any; and • The remaining two digits represent the grant year, if any.  Note that project code and grant year are mutually exclusive.
60	Earnings Type	A three-character code identifying the type of payment made. For most employees, the earnings type is REG; an employee's second County job (Job 2) must have TPP in this field. The Earnings Type will automatically be pre-printed on the employee's time sheet.
61	Percent	Indicates the percent of the earnings type being charged to that index code and project code for the employee. There may be multiple codes charged for an employee's time; a maximum of three may be entered on the PAF. With the exception of certain Fire/Rescue employees, percentages should not exceed a total of 100.00.  Format: 000.00.  For example, full time would show 100.00; part time would show 50.00 or 60.00, etc.  This percent <i>must</i> be consistent with field #19, F/P, and field #54, % full-time.
62	Start Date	The effective date of the account number.
		Format MM/DD/YYYY

63	Stop Date	The date that the charge to the account number is to stop.
		Always use 99/99/9999 except on a termination of employment.

## **Approvals**

Fields #64 through #69, record the signatures required to approve the current action.

64	Employee	<ul> <li>Signature or initials of the employee.</li> <li>Required for voluntary demotion or demotion as a result of RIF.</li> <li>Recommended for waiver of reinstatement rights on LWOP 90 days or longer.</li> </ul>
65	Supervisor	Signature or initials of the supervisor.
66	Division Chief	Signature or initials of the division chief or designee, if required.
67	Department Director	Signature or initials of the department director or authorized designee.  Required for all adverse actions.  Required for all pay-related actions.
68	OHR Director	Signature or initials of the OHR Director or designee.  Required on appointments above the minimum of the grade.
69	CAO	<ul> <li>Signature or initials of the CAO or designee.</li> <li>Required for appointments above the mid-point of the grade.</li> <li>Required for pay increases greater than 10%.</li> </ul>

# Sample PAFs and Related Information

1	Appointment – Merit (Regular)
2	Appointment – Elected Official
3	Appointment – MLS
4	Appointment – Non-merit Department Director
5	Appointment – Temporary
6	Appointment – Job 2
7	Demotion with Decrease in Pay
8	Demotion with no Decrease in Pay
9	LWOP
10	LWOP, Return from
11	Merit Status, Delay of
12	Military Leave – Involuntary, National
13	Emergency
14	Military Leave, Return from
15	Promotion – Competitive
16	Promotion – Non-competitive in Employee's Own Position
17	Promotion – Temporary
18	Promotion – Temporary to MLS
19	Promotion – Ending Temporary
20	Reclassification/Reallocation – No grade change
21	Reclassification/Reallocation Upward
22	Service increment (Police and Fire only)
23	Service increment, Delay of
24	Suspension
25	Termination – Voluntary, Resignation
26	Termination – Termination from Job 2
27	Termination – Involuntary, Dismissal
28	Transfer Within Department (Lateral Transfer)
29	Transfer from Full-time to Part-time
30	Transfer and Promotion
31	Transfer and Demotion
32	Transfer from Public Safety to Public Safety
33	Transfer from Temporary to Regular
34	Transfer from Regular to Temporary
35	Within-grade Salary Increase
36	Within-grade Salary Reduction
	Within-grade Salary Reduction, Removal

#### **General Tips and Reminders**

- Be sure to **use the latest version of the PAF** form. It has PAF in big letters in the upper right corner of the page. Discard older versions.
- Be sure to **use the latest turnaround** for an employee or the salary could be incorrect. Check the last action code and the last effective date in the upper left-hand corner of the PAF.
- Send only original PAFs, not copies. No faxes.
- If you're using a turnaround, you only need to enter information in fields that have changes. Be sure to **enter in the white area**.
- Don't use a PAF for an award.
- Make sure that the employee ID is correct. On a new appointment, enter
  the ID on the PAF from the employee's Social Security card instead of from
  the application. Occasionally an employee will make an error on the
  application.
- Except for terminations, actions, including retroactive actions, must be effective at the beginning of a pay period.
- There can only be one pay action per PAF.
- Salary and pay rate must be exact and correct. Annual salary is always rounded up to the next dollar. For example, a salary of \$26,312.01 is rounded up to \$26,313.
  - Pay rate is calculated to the 4<sup>th</sup> decimal, then rounded to the 3<sup>rd</sup> decimal. If the 4<sup>th</sup> decimal is 5 or higher, round the 3<sup>rd</sup> decimal up. If the 4<sup>th</sup> decimal is 4 or lower, round down to the 3<sup>rd</sup> decimal (or drop the fourth decimal).
- Annual salary should always reflect a full-time salary even if the employee is part-time. The hourly rate is the annual salary divided by 2080. The system will calculate the correct pay based on the employee's percent full time.
- **Position numbers must be correct** on appointments, promotions, or transfers. Your action may be delayed if the position number is not correct.

- **Multiple PAFs** for the same person with the same effective date should be stapled together. It would be helpful if you could hand-number them 1 of 2, 2 of 2, etc.
- Multiple PAFs involving retroactive actions for the same employee should be stapled together. It would be helpful if you could hand-number them 1 of 3, 2 of 3, 3 of 3, etc., and please be sure salaries are correct and effective dates are the beginning of a pay period.
- The status date only changes on appointment, leave without pay, return from leave without pay, and termination not on transfer or any other action.
- PAFs for an **employee having two jobs** must state in the Comments box whether the PAF is for Job 1 or Job 2. Also, for PAFs affecting Job 2, consider writing **JOB 2 in caps at the top of the PAF**.
- There is no specific place on the PAF to indicate mail stop. Write the mail stop code in the Comments box or the Job Assignment Comments box.
- Use the Comments boxes to describe actions. The information can be helpful to distinguish PAFs later on.
- Always **check turnarounds carefully** and let us know promptly if you find errors. We will correct them immediately.
- Please refer to sample PAFs and **fill out your PAFs completely** to expedite processing.

Personnel Regulations and collective bargaining agreements govern many personnel actions. Check these documents for important information about pay, leave, increments, classification, adverse actions, etc.

#### Appointment – Merit (Regular) Notes

**Send completed PAF to**: OHR/Staffing and Organizational Development, EOB 7<sup>th</sup> floor.

- Enter the employee's SSN on the PAF from the employee's ID (Social Security card). Employees often put the wrong number on the application.
- A term employee (employee hired for a specific time period and eligible for benefits) should be shown as R (regular) in field #18, R/T.
- The merit status date is one year from the date of hire for unrepresented employees, and six months from the hire date for employees in positions represented by MCGEO. Public safely employees may have probationary periods that are specific to their job classes.
- Increment date, for employees eligible for increment, is one year from the hire date.

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## Appointment – Elected Official Notes

**Send completed PAF to**: OHR/Staffing and Organizational Development, EOB 7<sup>th</sup> floor.

• Use zeroes or lines to indicate no increment date and no merit status date. Leave merit status field blank.

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### Appointment – MLS Notes

**Send completed PAF to**: OHR/Staffing and Organizational Development, EOB  $7^{\text{th}}$  floor.

- Enter the employee's SSN on the PAF from the employee's ID (Social Security card). Employees often put the wrong number on the application.
- Merit Status is Y, but MLS employees have no increment date.

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### Appointment – Non-merit Department Director Notes

- Enter the employee's SSN on the PAF from the employee's ID (Social Security card). Employees often put the wrong number on the application.
- Use zeroes or lines to indicate no increment date and no merit status date. Leave merit status field blank.

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#### Appointment – Temporary Notes

- Enter the employee's SSN on the PAF from the employee's ID (Social Security card). Employees often put the wrong number on the application.
- Please note in Comments box if employee has previously worked for the County as a regular or temporary employee and if the employee has another County job.

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#### Appointment – Job 2 Notes

**Send completed PAF to**: OHR/Staffing and Organizational Development, EOB  $7^{\text{th}}$  floor.

- **Important**: Be sure to note in Comments box if this is Job 2 and/or hand write in upper right corner of PAF JOB 2.
- Enter Action Code and Effective Date in PAF heading area, then enter all new information in the Assignment Information section of the PAF. *Don't change or add anything in the Status Information section*.
- Remember to use TPP for earnings type (field #60).

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#### **Demotion With Decrease In Pay Notes**

**Send completed PAF to**: (See below), EOB 7<sup>th</sup> floor.

- Employee must sign PAF for voluntary demotion or demotion due to RIF.
- Comments box should indicate voluntary demotion, demotion due to RIF or other action, etc.
- If this action is voluntary, send the PAF to OHR/Staffing and Organizational Development, EOB 7<sup>th</sup> floor.
- If the demotion is involuntary, this is an adverse action. Send the PAF to OHR/Labor/Employee Relations, EOB 7<sup>th</sup> floor.

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#### **Demotion with No Decrease in Pay Notes**

**Send completed PAF to**: (See below) EOB 7<sup>th</sup> floor.

- Employee must sign PAF for voluntary demotion or demotion due to RIF.
- Comments box should indicate voluntary demotion, demotion due to RIF or other action, etc.
- Note in Comments box if the employee's salary (if above the maximum of the new grade) is to be retained. If it is, at the end of the 2-year salary retention period, send a PAF to reduce the salary.
- PAF for voluntary demotion should be sent to OHR/Staffing and Organizational Development, EOB 7<sup>th</sup> floor.
- If the demotion is involuntary, this is an adverse action. PAF must be sent to OHR/Labor/Employee Relations, EOB 7<sup>th</sup> floor.

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#### LWOP Notes

**Send completed PAF to**: OHR/Records Management, EOB 8<sup>th</sup> floor.

- A LWOP PAF *must* be generated if the employee will be on LWOP more than 10 working days. An employee may only be on LWOP for a maximum of one year. Please send immediately so that information on LWOP and continuation of insurance can be sent to employee.
- Don't forget LOA Return Date, LOA Reason Code, and Reinstatement Rights fields. These are mandatory fields for processing. Reason Codes are on reverse of PAF.
- If employee is on medical LWOP for the employee's own injury or illness, remember to put in Comments box if the leave is FMLA leave important for insurance continuation.
- Employee should sign PAF if LWOP more than 90 days and the employee has waived reinstatement rights.

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### LWOP, Return from Notes

Send completed PAF to: (See below)

- Remember to zero out LOA Return Date and LOA Reason when employee returns from LWOP.
- Send PAF to OHR/Records Management, EOB 8<sup>th</sup> floor, if LWOP less than 90 days.
- Send PAF to OHR/Staffing and Organizational Development, EOB 7<sup>th</sup> floor, if LWOP more than 90 days.

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#### Merit Status, Delay of Notes

**Send completed PAF to**: OHR/Labor/Employee Relations, EOB 7<sup>th</sup> floor.

- Extending the probationary period is an adverse action. PAF must be sent to OHR/Labor/Employee Relations.
- If you want to delay the employee's increment date as well, you must indicate that on the PAF.
- **Important**: The effective date on the PAF *must* be the beginning of the pay period *before* the pay period in which the merit status date falls. The wrong effective date on the PAF could result in the delay of merit status not being processed in time to effect the delay.
- Important: Leave enough time for the PAF to get to Records Management (after Labor/Employee Relations) at least 2-3 weeks before the original merit status date.

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#### Military Leave – Involuntary, National Emergency Notes

**Send completed PAF to**: OHR/Records Management, EOB 8<sup>th</sup> floor.

- For involuntary military leave as part of a national emergency, under Presidential authority only. Not for routine training or other voluntary or involuntary military leave.
- Military orders must accompany the PAF. Employee's pay information must be sent to Payroll.

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## Military Leave, Return from Notes

**Send completed PAF to**: OHR/Records Management, EOB 8<sup>th</sup> floor.

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### Promotion – Competitive Notes

- Check new job class to see if bargaining unit eligibility changes.
- Send completed PAF with application for promotion.

TODAY'S DATE	: :	M	ONTGOMER					
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Page 61

# Promotion – Non-Competitive In Employee's Own Position Notes

TODAY'S : :	MONTGOMERY CO	UNTY GOVERNME	NT	•
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PERSONNEL FILE COPY		<u> </u>		FORM # MCG-153 5/00

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### Promotion – Temporary Notes

- Remember to put Y in PAF field #40 and the effective date of the temporary promotion in field #41.
- **Important**: Do not change position number.
- See *Personnel Regulations* and collective bargaining agreements for limits on temporary promotions.

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#### Promotion – Temporary to MLS (from a non-MLS position) Notes

- Enter Y in the TP field #40 and the effective date in Temporary Promotion Date field #41.
- **Important**: Don't enter any other changes except to salary. Do not change job class, grade or position number. Do not zero out increment date.
- Make a note in the Comments box that this is a temporary promotion to an MLS position.
- Remember that actions must be effective at the beginning of a pay period.

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#### **Promotion – Ending Temporary Notes**

- Remember to zero out the TP field (#40) and the Temporary Promotion Date (#41).
- To determine the employee's new salary after the end of the temporary promotion, go back to the employee's salary before the temporary promotion, and calculate any general wage adjustments or increments. The result will be the employee's new salary after the end of the temporary promotion. Please check your calculations carefully.
- Reminder: If the person whose temporary promotion is ending is receiving a permanent promotion effective the same date, please staple the PAFs together before sending them to OHR.

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### Reclassification/Reallocation – No Grade Change Notes

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#### Reclassification/Reallocation Upward Notes

**Send completed PAF to**: OHR/Staffing and Organizational Development, EOB 7<sup>th</sup> floor.

- For a position reclassification, you should already have submitted a PPF to OHR when requesting the classification study. (If the position is reclassified, the PPF must be processed to change the position before the PAF can be processed for the employee.)
- For an upward reclassification or reallocation of a position, a merit system employee whose performance is satisfactory should have the increment date reassigned to the effective date of the reclassification or reallocation. The employee is then eligible for an immediate pay increase of 3.5%, as long as the employee's salary does not exceed the maximum of the new grade. (This does not apply to an employee temporarily promoted to the reclassified position.) Note also that a probationary employee is not eligible to receive the increment and would not have the increment date changed.
  - Use action codes 07 and 09.
  - Enter the employee's next increment date.
  - Enter the new salary and pay rate if the employee is to receive an increment.
  - Enter into Comment box: UPWARD RECLASSIFICATION AND CHANGE OF INCREMENT DATE.
- If an employee's regular increment date falls in the same pay period as an upward reclassification of the employee's position, the employee may only receive one increment.
- Be sure to use the correct turnaround PAF. Check the last action and its effective date in the upper left corner of the PAF. If the turnaround is for an employee's service increment, check carefully so that the employee is not given a double increment.

Note that to delay or deny a service increment is an adverse action that requires additional time to process. When your department receives notice of a proposed upward position reclassification or reallocation for an employee whose performance is not satisfactory, you must immediately initiate any action to delay or deny the expected increment. Contact OHR's Labor/Employee Relations Team with questions.

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# **Service Increment (Police and Fire only) Notes**

**Send completed PAF to**: OHR/Records Management, EOB 8<sup>th</sup> floor.

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#### Service Increment – Delay of Notes

**Send completed PAF to**: OHR/Labor/Employee Relations, EOB 7<sup>th</sup> floor.

- This is an adverse action. PAF must be sent to Labor/Employee Relations.
- **Important**: The effective date on the PAF should be at least one pay period *before* the beginning of the pay period in which the increment date falls. A later effective date will cause the PAF to be processed too late to delay the increment.
- Use the Comments box to indicate that the action is a delay of service increment and details.
- **Important**: Leave enough time for the PAF to get to Records Management (after Labor/Employee Relations) at least 2-3 weeks before the original increment date.

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# Suspension Notes

**Send completed PAF to**: OHR/Labor/Employee Relations, EOB 7<sup>th</sup> floor.

• Use Comments box for additional detail.

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#### Termination – Voluntary, Resignation Notes

**Send completed PAF to**: OHR/Records Management, EOB 8<sup>th</sup> floor.

• Termination action code 05 is used for retirement and other reasons for voluntary or involuntary separation from County service. A reason code for termination is required. These can also be found on the reverse of the PAF. For a resignation, reason code 31 is usually used; for RIF, the reason code is 02; for discontinued service retirement (DSR) the reason code is 45. An explanatory note in the Comment box is also always good idea.

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#### **Termination -- Termination from Job 2 Notes**

**Send completed PAF to**: OHR/Records Management, EOB 8<sup>th</sup> floor.

- Enter Action Code and Effective Date. Enter all other information (dates) in the Assignment Information section of the PAF. Don't enter anything in the Status Information section of the PAF.
- Remember to put Job 2 at the top of the PAF in bold letters and/or use the Comments box to indicate that the action affects Job 2.

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PERSONNEL FILE COPY

FORM # MCG-153 5/00

#### **Termination – Involuntary, Dismissal Notes**

**Send completed PAF to**: OHR/Labor/Employee Relations, EOB 7<sup>th</sup> floor.

- This is an adverse action. PAF must be sent to Labor/Employee Relations.
- Do not put adverse language in the Comments box such as "Not eligible for rehire" unless the employee has first been given an opportunity to see that language and to respond to it in writing. If you choose to use such notes, any written response by the employee must be submitted with the termination PAF and will become part of the employee's record.

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FORM # MCG-153 5/00

# **Transfer Within Department (Lateral Transfer) Notes**

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## **Transfer from Full-time to Part-time Notes**

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### **Transfer and Promotion Notes**

**Send completed PAF to**: OHR/Staffing and Organizational Development, EOB  $7^{\text{th}}$  floor.

- Check new job class to see if bargaining unit eligibility changes.
- If transfer is to another department, send the employee's latest turnaround to the new department for them to complete.

TODAY'S		MONTGOMER					
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07/16/2000 DOE	, JOHN						PAF
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PERSONNEL FILE COP	PY				······································		FORM # MCG-153 5/00

#### **Transfer and Demotion Notes**

Send completed PAF to: (See below.)

- Send completed PAF to OHR/Staffing and Organizational Development, EOB 7<sup>th</sup> floor if demotion is voluntary or due to RIF.
- Send completed PAF to OHR/Labor/Employee Relations, EOB 7<sup>th</sup> floor if demotion is involuntary.
- If transfer is to another department, send the employee's latest turnaround to the new department for them to complete.

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LAST EFFECTIVE DATE EMPL	OYEE NAME	PERSONNEL	ACTION FORM	Л	
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BY PERSONNEL DIRECTOR		DATE	BY CHIEF ADMI	NISTRATIVE OFFICER	DATE
PERSONNEL FILE COP	Υ	<del></del>			FORM # MCG-153 5/00

#### Transfer to Public Safety Sworn Position Notes

- This action is formally a termination and appointment. An employee who "transfers" to a uniformed position in Police, Fire, or the Sheriff's Office needs a termination/resignation PAF from the old position/department and an appointment PAF to the new position/department. The resignation PAF Comments box should state that the employee is being appointed to a position in the new department (give department name) effective (give date). The appointment PAF should indicate in the Comments box that the employee resigned from the old department (give department name) effective (give date). The resignation date should be at the end of a pay period, and the appointment date the beginning of the next pay period so that there is no break in service.
- The two departments need to coordinate the submission of the PAFs. The PAFs
  must be sent to OHR together (stapled) so that they will be processed together. If
  the two actions are not processed together, the employee's benefits could be
  adversely affected.

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			, WOODY								PAF
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FORM # MCG-153 5/00

### **Transfer from Temporary to Regular Notes**

**Send completed PAF to**: OHR/Staffing and Organizational Development, EOB  $7^{\text{th}}$  floor.

- Note in Comments box if employee has ever had permanent status before. This will help us to determine the employee's correct leave date.
- Note that the employee will need to be scheduled to attend orientation.

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### **Transfer from Regular to Temporary Notes**

- A note in the Comments box that benefits must be removed is helpful.
- Remember to zero out increment date, merit status, and merit status date.

TODAY'S · · · DATE · ·	MONTGOMERY COUNTY GOVER	RNMENT	
LAST EFFECTIVE DATE EMPLOYEE NAME	PERSONNEL ACTION FOR	: <b>M</b>	
07/09/2000 DOE, JOHN			PAF
DEPARTMENT NAME /	ADDRESS		
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PERSONNEL FILE COPY			FORM # MCG-153 5/00

# Within-Grade Salary Increase Notes

**Send completed PAF to**: OHR/Staffing and Organizational Development, EOB 7<sup>th</sup> floor.

• Attach approval memo for within-grade increase to the PAF.

DATE		ONTGOMERY C			
LAST EFFECTIVE DATE EMF	PLOYEE NAME	PERSONNE	L ACTION FORM	1	
	, JOHN				PAF
	PARTMENT NAME / ADDRE	SS			
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BY DIVISION CHIEF					
BY DIVISION CHIEF		DATE	BY DEPARTMENT	HEAD	DATE
BY PERSONNEL DIRECTOR		DATE	BY CHIEF ADMINI	STRATIVE OFFICER	
		W111 to	J. Sinci Admira	OTHER OFFICER	DATE
PERSONNEL FILE COP	Y				FORM # MCG-153 5/00

## Within-Grade Salary Reduction Notes

**Send completed PAF to**: OHR/Labor/Employee Relations, EOB 7<sup>th</sup> floor.

- Employee should sign PAF.
- This is an adverse action. PAF must be sent to Labor/Employee Relations.

TODAY'S : :	MO	NTGOMERY COUN		:NT	
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JOB			CLASS	JOB ASSIGNMENT C	
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BY EMPLOYEE		OATE	BY SUPERVISOR		DATE
BY DIVISION CHIEF		DATE	BY DEPARTMENT HE	AO	DATE
BY PERSONNEL DIRECTOR		DATE	BY CHIEF ADMINISTR	ATIVE OFFICER	DATE
PERSONNEL FILE CO	PY				FORM # MCG-153 5/00

#### Within-Grade Salary Reduction, Removal Notes

**Send completed PAF to**: OHR/Records Management, EOB 8<sup>th</sup> floor.

• To determine the employee's new salary after the salary reduction is removed, go back to the employee's salary before the salary reduction, and calculate any general wage adjustments or increments. The result will be the employee's new salary after salary reduction is removed. Please check your calculations carefully.

TODAY'S : : DATE : :			TY GOVERNM	MENT	
EFFECTIVE DATE EMPLOYEE NAME	PEH	SONNEL AC	TION FORM		DAF
10/08/2000 DOE, JOHN					PAF
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[123456789]					
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BY PERSONNEL DIRECTOR		DATE	BY CHIEF ADMINIS	TRATIVE OFFICER	DATE
		SAIL	O. C. ILLI AUMINIS	WENTE OFFICER	DATE
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